

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**URBAN PLANNER II
PLANNING AND DEVELOPMENT DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs responsible professional planning and research work in the City's Planning and Development Department. Employee reports to an Urban Planner III, Senior Planner or Planning & Development Director.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs technical and professional planning and research work in the City Planning Department. Work involves providing information and assisting the general public with various forms and applications pertaining to proper land use and zoning; reviewing and coordinating review of such applications; and researching and preparing technical reports in such areas as land use, environmental and economic impact, etc. Employee is also responsible for advising various boards and commissions in matters affecting land use, and preparing and presenting reports pertaining to zoning appeals, and granting of special use permits or variances. Supervision may be exercised over technical and clerical personnel. Considerable tact and courtesy must be exercised in frequent contacts with municipal, state and federal officials, and private citizens. Responsible for conducting planning studies and preparing reports identifying recommendations based on the planning study. Work is performed with considerable independence under limited supervision of an Urban Planner III, Senior Planner, or Planning & Development Director and is evaluated through periodic conferences, reports and observations.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

- Provides technical assistance to other City departments.
- Answers inquiries regarding planning functions.
- Implements general planning projects.
- Maintains records and prepares periodic and special reports.
- Prepares for meetings and public hearings to explain recommendations and planning proposals.

URBAN PLANNER II

Coordinates special projects with City and department officials; provides technical assistance to local governments and homeowners; directs planning teams.

Supervises the activities of subordinate technical and clerical personnel.

Gives oral presentations before various community groups; attends conferences for professional development.

ADDITIONAL JOB FUNCTIONS

Prepares charts, maps, graphs and other illustrative material for presentation to elected officials, appointed boards, community groups and concerned citizens.

May be asked to serve as a GIS Data Steward for departmental databases: develops, updates, maintains, and shares GIS data; ensures security, integrity, and recovery for GIS data; documents and indexes GIS data using FGDC Metadata Standards; notifies City of Asheville staff and others of GIS data availability and updates; provides requested information regarding databases; provides timely and thorough input to the Annual GIS Data Inventory; and provides timely and thorough input to the Annual GIS Needs Assessment.

May be assigned CAD, design drawing and other technical functions involving data and graphical manipulation, urban design presentations, and similar duties.

Performs related work assignments as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles and practices of urban planning.

Considerable knowledge of governmental programs, laws, grants and services pertinent to the planning process.

Considerable knowledge of the environmental and socioeconomic implications of the planning process.

Considerable knowledge of research techniques and reporting methods.

Considerable knowledge of the current literature, trends, and developments in the field of planning specialization.

Skill in the collection, analysis and presentation of technical data and planning recommendations.

Ability to organize and conduct complex planning and research studies and to formulate substantive recommendations based on such studies.

Ability to express ideas effectively orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

URBAN PLANNER II

Bachelor's degree in urban planning or a directly related field, with a master's degree preferred, and 1 to 2 years of related experience.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Salary Grade 19
Exempt